

Are you the **ATGENDER** Office Manager in Utrecht?

ATGENDER, the European Association for Gender Research, Education and Documentation is looking for an office manager located at Utrecht University for 8 hours per week. **ATGENDER** is a professional organization in the field of international gender studies – more info on our website: www.atgender.eu

The **ATGENDER** office manager maintains the **ATGENDER** office by organizing and supporting board members with the organization of:

- Communication & Marketing
- Membership administration
- Archiving material
- Board meetings
- Supervision of interns
- **ATGENDER** conferences
- Project management
- Accounting & finances

WE OFFER

- A job within an ambitious and exciting international network of students, teachers and experts in gender & women's studies and feminist research
- A job with space for new initiatives and ideas for feminist networking
- Flexible working hours in the neighborhood of Utrecht University's Graduate Gender Programme

TASKS

- Provide administrative support to the communications group in the board, as needed (e.g. prepare and distribute bi-weekly **ATGENDER** newsletters).
- Monitor general office email account and reply to/redirect requests, open and distribute mail to board members.
- Ensure all statutory obligations of **ATGENDER** are met.
- Process accounts payable & receivable.
- Coordinate induction of interns.
- Co-Supervise **ATGENDER** interns.
- Support grant applications and fundraising activities.
- Responsible for general facilities management including office organization and online storage
- Manage and update **ATGENDER** databases with financial information and membership numbers.
- Filing legal and accounting documents, maintaining a log of documents.
- Make necessary travel arrangements, coordinate board meetings and support conference logistics, with other duties as assigned.
- Achieve financial clarity by preparing with **ATGENDER** treasurers an annual budget and keeping track of expenditures.

REQUIREMENTS

- Minimum one year of working experience in an office management role or with equivalent administrative experience.
- Experience with staff supervision.
- An excellent command of the English language (spoken and written).
- Experience working in a small organisation.
- Practical experience in:
 - Office administrative practices and procedures, including records management and the operation of standard office equipment.
 - Word processing and computer applications related to the work (such as Microsoft Access).
 - Research and report preparation principles.
 - Organising meetings and taking minutes.
- Attention to detail and ability to deliver on time.
- Ability to delegate.

The following knowledge and/or skills would be an advantage:

- Basic principles of administrative analysis, basic budgetary and financial recordkeeping techniques and of public administration.
- Additional knowledge of Dutch (basic) and one or more European languages is highly desirable.
- Knowledge of European funding schemes and project management.
- Affinity with the field of Gender, Women's' or Feminist Studies.

This means the **ATGENDER** office manager is able to:

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures.
- Prepare clear and accurate reports, correspondence, procedures and other written materials.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate records and files.
- Plan, assign, direct and review the work of others on projects.
- Work effectively with board members who are located in several European countries.
- Support EU project applications.
- Contribute to growth, expansion and strength of **ATGENDER** as the only membership-based organization in Europe that unites students, teachers, researchers, graduates and professionals in gender & women's studies.

TIMETABLE FOR APPLICATIONS

- **Deadline** for application (motivation letter + curriculum vitae + contact details for two references): October 10, 2018

- Applications must be sent to Christine Quinan at C.L.Quinan@uu.nl. Please add to subject line: "Confidential - Application Office Manager ATGENDER"
- For any questions, please email C.L.Quinan@uu.nl
- Interviews via skype will take place in mid-October. This will then be followed by a reference check.
- We hope to make a final decision soon after interviews will take place, and we intend for the position to begin on December 1, 2018.

Applicants will be informed via e-mail about the selection.

SALARY

This position is for 8 hours per week. The salary will be on the 6 scale, with the step being determined by the candidate's experience. The job is not tenured, and appointment is for one year (with the possibility of extending for one additional year).